

*Jefferson County, Alabama*  
*Comprehensive Emergency Management Plan*

**Section 1: Basic Plan****II. ORGANIZATION AND RESPONSIBILITIES****A. ORGANIZATION.****1. Emergency Management Council.**

- a. The Jefferson County Commission by November 13, 1951, resolution (pursuant to federal and state law) created the Birmingham/Jefferson County Civil Defense Corps. The local governing bodies within the county passed resolutions/ordinances joining in this organization, creating a "Civil Defense Council" to govern the joint "civil defense program." The Council is authorized and empowered to make, amend and rescind any and all necessary orders, rules and regulations for direction and control of the "program." As needed, the Council requests municipalities to adopt proper ordinances implementing within each municipality the orders, rules, and regulations of the council.
- b. As per the 1951 resolution and current state law, the Council is charged with establishing and maintaining an emergency management organization, and developing policies to prepare for, respond to and recover from emergencies and disasters that threaten or occur in Jefferson County. The policies will be established through the promulgation of a Comprehensive Emergency Management Plan.
- c. The Council is governed by a Chairperson and Vice Chairperson. In the absence of the Chairperson and the Vice Chairperson, the EMA Coordinator has the responsibility to carry out Council policy in all matters.
- d. The Jefferson County Emergency Management Council has designated the EMA Coordinator as being responsible for day-to-day operations, including the implementation of policies and procedures issued by the Council. The EMA Coordinator reports to the Emergency Management Council Chairperson.

**2. Emergency Organization.**

- a. The Chief Elected Official of the municipalities, together with the President of the Jefferson County Commission, constitute the Jefferson County Emergency Management Council. The Council is, and has been from its inception, the body charged with the overall responsibility for developing and implementing comprehensive emergency management policies in Jefferson County, Alabama.
- b. The Jefferson County Emergency Management Council has selected two members to serve as General Chairperson and Vice Chairperson and to represent the Council in the conduct of emergency operations.
- c. The Primary/Support Matrix (see Basic Plan Attachment A) reflects the organiza-

tional structure of the Jefferson County Emergency Management network and indicates the various activities which can support emergency operations.

- d. This plan establishes the emergency management organization within the county. All officers and employees of local government are part of the emergency organization. All appointments and work assignments in an emergency situation shall be documented. All departments/agencies will submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the EMA Coordinator.

### **3. Incident Command System.**

This plan formalizes the Incident Command organization and structure at incident sites.

### **4. EMA Planning Team.**

An EMA Planning Team is hereby established through promulgation of this plan. The team shall be composed of representatives or alternates from selected departments/agencies. The team shall formulate emergency management recommendations to the EMA Coordinator. This includes development and maintenance of this plan, exercise planning and evaluation, and related initiatives. Members of the planning team shall be appointed by the EMA Coordinator. The EMA Coordinator will chair the team and will schedule periodic meetings as needed.

## **B. RESPONSIBILITIES.**

- 1. General Preparedness Responsibilities** (All departments/agencies within Jefferson County). The following common responsibilities are assigned to each department/agency listed in this plan. Further, each department/agency shall create an internal emergency management organization and develop standard operating procedures (SOP) in accordance with the provisions of this plan. Preparation activities include:

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Working with other departments/agencies to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- Establishing education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
- Developing site specific plans for department facilities as necessary.
- Ensuring that employee job descriptions reflect their emergency duties.
- Training staff and volunteer augmentees to perform emergency duties, tasks.
- Identifying, categorizing and inventorying all available departmental resources.
- Developing procedures for mobilizing and employing additional resources.

- Ensuring communication capabilities with the EOC.
- Filling positions in the emergency organization as requested by the EMA Coordinator acting in accordance with this plan.
- Preparing to provide internal logistical support to department operations during the initial emergency response phase.

**2. General Response Responsibilities** (All departments/a gencies within Jefferson County). The following common responsibilities are assigned to each department listed in this plan.

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteer augmentees assigned response duties.
- As appropriate:
  - Suspend or curtail normal business activities.
  - Recall essential off-duty employees.
  - Send non-essential employees home.
  - Evacuate departmental facilities.
- As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
- Keep the EOC informed of field activities, and maintain a communications link to the EOC.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information to the EOC.
- Report damages and status of critical facilities to the EOC.
- If appropriate or requested, send a representative to the EOC.
  - Ensure staff members tasked to work in the EOC have the authority to commit resources and set policies.
- Coordinate with the EOC to establish protocols for interfacing with state, federal responders.
- Coordinate with the EOC Information Officer before releasing information to the media.
- Submit reports to the EOC detailing departmental emergency expenditures and obligations.

**3. Specific Local Government Responsibilities.**

- a. Ambulance Services.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide emergency medical transportation and emergency medical services in the field.

b. Birmingham Communications Department.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Maintain communication systems.

c. Birmingham Equipment Management.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Operate fleet repair facility.
- Provide for availability of motor fuels for all county vehicles, Red Cross vehicles and fuel driven equipment.
- Provide for storage of equipment and vehicles in a safe place.
- Provide for security of county complex.
- Provide comprehensive list of county vehicles and equipment to EMA.

d. Birmingham Regional Emergency Medical Services System (BREMSS).

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide training and equipment.
- Develop and coordinate field medical protocols.
- Provide trauma coordination through the Trauma Control Center.
- Assist in mass fatalities incidents.

e. Business and Industry.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.

f. Building Inspection Services.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.

**g. Campuses, Universities.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide fatalities for emergency shelter, food, and water distribution points, child care facilities, as need.

**h. Churches.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide facilities for emergency shelter, feeding, food, and water distribution points, child care facilities, as needed.

**i. Civil Air Patrol.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide supplies, equipment, and personnel as requested.
- Augment search and rescue missions as requested and within their capabilities.

**j. Community Service Organizations.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist with meeting the needs of special populations and individuals.

**k. Data Processing (Jefferson County Information Services).**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Maintain computers for payroll.

**l. Department of Human Resources (DHR).**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist with the assessment of human needs during and after a disaster.

- Identify requirements for individuals and populations with "special needs."
- Coordinate transportation requirements for special needs agencies/individuals.
- Coordinate with the Red Cross, and other agencies as necessary to provide emergency programs for basic human needs to include reception centers, shelters, mass feeding.
- Work in close concert with Red Cross and others in the activation and operation of short term, temporary "holding centers" and longer term shelters/disaster centers.

**m. Emergency Management Council.**

- Provide overall direction and control.
- Proclaim a county-wide "state of emergency," when necessary.
- Make disaster declarations and request state and federal assistance.
- Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.
- Ensure that the county continues to function administratively and make administrative policy decisions.
- Appropriate funds to meet disaster expenditure needs.
- Extend or terminate emergency/disaster declarations.

**n. Finance.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide appraisers to assist with damage assessments.
- Process emergency purchases/procurement.
- Establish and maintain a system whereby incident costs are identified and accumulated for state and federal reimbursement.
- Ensure payroll system setup to pay employees.

**o. Fire Departments.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide, coordinate fire and rescue services.
- Provide initial emergency medical services and pre-hospital care.
- Contain, control hazardous materials.
- Provide limited response to search and rescue off-road situations, and coordinate heavy rescue operations.
- Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning.
- Support other public safety operations.
- Order evacuation whenever necessary to protect lives and property.

**p. Funeral Directors; Association.**

- Assist in mass fatalities incidents by providing recovery, evacuation, mortuary operations, identification and notification.
- q. Greater Birmingham Humane Society.
- Provide assistance in the prevention, detection and control of rabies.
  - Provide animal control and services assistance.
- r. Hospitals.
- Provide medical care.
  - Resupply field units with consumable medical supplies.
  - Make assessment of hospital capabilities and damages.
  - May mobilize staff to provide teams to respond to mass casualty incidents.
  - Coordinate with Blood Bank and assist in blood procurement for community needs.
  - Participate in hospital radio net that links hospitals, Emergency Operation Center, fire dispatch, and FD/EMS.
- s. Jefferson County Communications.
- Perform functions in the EOC or on-scene as assigned.
  - Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
  - Provide supplies, equipment, and personnel as requested.
  - Maintain 800mhz radio system.
- t. Jefferson County Coroner/Medical Examiner's Office.
- Perform functions in the EOC or on-scene as assigned.
  - Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
  - Provide supplies, equipment, and personnel as requested.
  - Establish fatality collection areas to facilitate recovery operations.
  - Identify mass burial sites.
  - Protect the property and personal effects of the deceased.
  - Notify relatives.
  - Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers.
- u. Jefferson County Department of Health.
- Perform functions in the EOC or on-scene as assigned.
  - Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
  - Provide supplies, equipment, and personnel as requested.
  - Perform disease control operations, to include epidemic intelligence, evaluation, prevention (including mass inoculations) and detection of communicable diseases.
  - Issue general health advisories, information and instructions.
  - Conduct environmental health activities in regard to waste disposal, refuse, food, water control, and vector control.

- Provide health care support for shelters and reception care facilities.
- Provide for crisis and mental health counseling.

v. Jefferson County Emergency Management Agency.

- Designated by the Emergency Council to develop and maintain county-wide emergency management program.
- Develop and maintain the county-wide Comprehensive Emergency Management Plan (CEMP).
- Provide coordination among local, state, federal, private and volunteer organizations.
- Maintain liaison with neighboring jurisdictions.
- Develop, coordinate, and maintain warning and emergency communication systems.
- Disseminate emergency alerts and warnings to key officials, departments/agencies and the public.
- Disseminate emergency information and instructions.
- Develop, maintain and disseminate emergency preparedness education materials to include hazard awareness programs.
- Schedule tests, exercises.
- Maintain inventories of resources and equipment.
- Develop mutual aid agreements.
- Monitor situations for CAT or EOC activation.
- Ensure a functional county EOC.
- Coordinate requests for emergency assistance.
- Coordinate and use all available resources during an emergency or disaster.
- Develop and maintain a county-wide damage assessment program, and coordinate assessment procedures with local government.

w. Jefferson County Fleet Services.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Operate fleet repair facility.
- Provide for availability of motor fuels.
- Provide for storage of equipment and vehicles.

x. Jefferson County General Services.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Through the EOC, manage and coordinate volunteers and donations.

y. Law Enforcement (Agencies).

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units



observations and reports from the general public.

- Provide supplies, equipment, and personnel as requested.
- Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning.
- Responsible for lost person search and rescue, and coordination of heavy rescue operations.
- Maintain law and order and provide public safety activities as required.
- Provide security for key facilities.
- Protect property in evacuated area.
- Provide assistance in the capture and control of animals.
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary.
- Provide law enforcement and traffic control in support of fire department actions.
- Order/conduct evacuations when necessary to save lives and property.

**z. Law Enforcement (Campuses).**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide law enforcement services on campuses.

**aa. Law Enforcement (Explorers).**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist law enforcement agencies within their capabilities.

**bb. Law Enforcement (Reserves).**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist law enforcement agencies within their capabilities.

**cc. Management Information Services.**

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide for the use of computer resources to record and maintain emergency information, data on the organization and operation of congregate care facilities (shelter/mass feeding), and registration of displaced persons.
- Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding).

dd. Media.

- In general, disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.
- Commercial Print Media: Assist with emergency information dissemination.
- Commercial Radio and Television Systems: Assist with emergency information dissemination.
- Commercial Radio and Television Systems: Maintain Emergency Alert System.

ee. Metro Area Express.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide buses for evacuations and temporary shelters.
- Provide bus transportation resources.
- Coordinate mobilization of emergency transportation services.
- Use transportation communication links to provide damage assessment information.

ff. Metro Humane Shelter.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide assistance in the prevention, detection and control of rabies.

gg. National Guard.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide aircraft for search and rescue operations.

hh. Parks and Recreation.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide facilities for emergency shelter, food, and water distribution points, child care facilities, as needed.
- Provide receiving and distribution sites.
- Assist with the delivery of donated goods.

ii. Personnel Board.

- Perform functions in the EOC or on-scene as assigned.

- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide for the recruitment of man power needs by the city for the organization and operation of the congregate care facilities (shelter/mass feeding).
- Coordinate employee issues with Finance.
- Provide emergency hire program.

jj. Public (General).

- Provide observations and reports to EMA and/or EOC.
- Provide manpower, supplies and equipment.

kk. Purchasing Department.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Establish a system for the coordination and acquisition of supplies, equipment, and services in support of emergency response efforts.

ll. Public Works.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, dams, etc.
- Provide heavy equipment to support rescue operations.
- Provide technical information on damaged structures.
- Provide traffic control signs and barricades, and operational control of traffic signals and flashes.
- Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles.
- Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding).
- Coordinate emergency utility support requirements with public and private utilities.

mm. RACES.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist with the warning and emergency information dissemination.
- Provide communications support.
- Within capabilities, provide emergency radio communication links between the CAT/EOC and shelters.

nn. Red Cross.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide and deploy damage assessment teams to augment local damage assessment.
- Assist with emergency information dissemination.
- Provides supplementary medical and nursing care in Red Cross shelters and other public health services upon request, and within their capabilities.
- Provide mass care for major fire scenes.
- Provide fire aid centers for noncritical injuries.
- Assist with coordination of needed blood, blood products, and vaccines.
- Coordinate with Jefferson County EMA and other organizations to establish and provide shelter locations and shelters.
- Operate and staff reception centers.
- Establish and coordinate mass feeding.
- Provide mobile canteen service to victims and emergency service workers.
- Provide food, clothing, housing, household furnishings, medical, bedding and linens, occupational supplies, and other necessities to disaster victims.

oo. Risk Management.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Coordinate, administer county insurance programs.

pp. Salvation Army.

- Provide supplies, equipment, and personnel as requested.
- Provide mass care for major fire scenes.
- Provide fixed and mobile feeding sites.
- Provide various emergency services to include case work services, financial counseling, and a wide variety of emergency aid to people in need, e.g., food boxes, clothing, bedding, cash grants for emergency lodging, cleanup kits and many other specific assistance needs.
- Provide counseling to disaster victims.

qq. Schools (Facilities).

- Provide supplies, equipment, and personnel as requested.

rr. Schools (Districts).

- Provide supplies, equipment, and personnel as requested.
- Provide buses in support of evacuation and shelters.
- Provide school facilities for shelter and feeding.

ss. Specialists (When Necessary).

- Perform functions in the EOC or on-scene as assigned.

tt. Tax Assessor.

- Provide appraisers to assist with damage assessment.

uu. Utilities.

- Conduct infrastructure damage assessment of utility “life lines” (water, power, natural gas, telecommunications, sewer, waste services) owned by each utility.
- Provide supplies, equipment, and personnel as requested.
- Provide EOC management oversight of utility actions to ensure that the needs of special populations and individuals are provided for.

vv. Veterinarians.

- Provide assistance in the prevention, detection and control of rabies.

ww. Volunteer Organizations.

- Perform functions in the EOC or on-scene as assigned.
- Provide EMA and/or EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Respond to search and rescue missions as requested and within their capabilities.
- Assist with meeting the needs of special populations and individuals.
- Assist in response and recovery involving donated goods and services.

#### **4. State of Alabama.**

- a. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to local government to meet the emergency needs of victims during declared emergencies/disasters. Requests for state assistance are processed through the Jefferson County EMA.
- b. The Alabama Emergency Management Agency (AEMA) receives and coordinates requests for state assistance. The Governor may declare a "state of emergency" to authorize use of state resources.

#### **5. Federal Government.**

The Federal Response Plan (FRP) facilitates the provision of federal assistance to state and local governments during major disasters. The FRP uses a functional approach to group the type federal assistance which state/local government is most likely to need under Emergency Support Functions (ESF). Each ESF is headed by a primary federal agency which has been selected based on its authorities, resources, and capabilities in the particular functional area.

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